### PEACE CORPS - VACANCY ANNOUNCEMENT #01/04



TO: All National Employees

SUBJECT: Vacancy – Health Project Director

SALARY: FSN-9 (trainee level) – S/.84,724.50 – gross salary per year

FSN-10 (trainee level) – S/.111,484.33 – gross salary per year FSN-11 (fully qualified) – S/.141,466.50 – gross salary per year

DEADLINE: December 10, 2004

This is a Peace Corps Personal Services Contract that is considered self-employment.

# **BASIC FUNCTION OF POSITION:**

Acts as the principal advisor to the Country Director for Health project planning and implementation, for Volunteer support as Health Project Director and for working level contact with Host Agencies.

Responsible for the Peruvian rural development diagnosis, project identification with Host Country Agencies (HCA), and non-governmental organizations (NGO's) to which Peace Corps Volunteers will be assigned.

### MAJOR DUTIES AND RESPONSIBILITIES:

#### 1) Programming Management:

## a. Contact with Development Organizations

Responsible to identify and maintain principal contact with Host Country Agencies both private and public, to which PCV's will be assigned. Identify projects where HCA are working in the area of health education particularly those organizations working at the grassroots level. The Program Specialist role will be to match Volunteers' skills with projects according to their sector, to explain to the organizations the functions and criteria of Peace Corps and what the potential contributions PCV's may make to their development projects. In addition, the Program Specialist will explain the procedures for requesting Volunteers.

#### b. Project Identification:

Based on the contact and needs of potential HCA's, the Program Specialist identifies prospective programs to which Volunteers are going to be assigned. The identification of projects will be based on Peace Corps criteria and the sector project plan direction using the Program Specialist's evaluation or through formal request made by community

groups and/or local or regional organizations. The Project Specialist will analyze the needs, identify and determine to what extent Peace Corps is best able to meet these requests. Criteria in making the determination will be Peace Corps's past history in recruiting people with the skills requested, Peace Corps's philosophy and overall objective, and the overall Peruvian Government development objectives. The Program Specialist will develop the Volunteer Assignment Description according to the project plan needs and overall will plan to address the given objectives, which will include Volunteer number and skills required with a timetable to submit requests to PC/Washington for recruitment and placement.

General and specific plans are then submitted to the collaborating organizations and the Country Director of Peace Corps for review and approval.

### c. Development of Host Country/Peace Corps Agreements

Based on the program which specifies the number of Volunteers, the skills areas required, and proposed duration of participation in the development project, the Program Specialist will negotiate long term agreements at national level, "Memoranda of Understanding", and shorter term agreements or "Letters of Understanding" at the local level with HCAs indicating Peace Corps participation.

## d. Project Planning:

The Program Specialist will survey potential sites where Volunteers will be assigned to analyze the job viability, ensuring the best match among Host Agency, beneficiary felt needs and Volunteer delivery system resources that maximize the impact of Volunteers assignments. The Program Specialist will develop and implement projects according to procedures and guidelines specified by Peace Corps Washington in each sector and then submit it to Peace Corps/Washington for approval. This will include:

An analysis of the problem areas being addressed by the program to which Volunteers will be assigned

Historical perspective of the problem

Problem analysis, causes and consequences

Problem statement

Past and current efforts to address the problem

Peace Corps programming criteria, country strategy and feasibility

Strategy

Purpose

Project goals (capacity and production)

Objective (capacity and production)

Milestones (capacity and production)

A description of the tasks to be performed by the Volunteers

Projection of the number of Volunteers needed over the life of the project

The skills areas required in the recruitment and placement process

Monitoring and evaluation system

Description of training requirements to be provided by Peace Corps to prepare the Volunteers for service and identification of local resources within Peru that could provide part or all of training

# e. Project Monitoring and Evaluation

In coordination with the HCAs the Program Specialist will establish a "Monitoring and Evaluation System" and evaluate program and/or sector project progress and regularly measure it against planned results.

The Program Specialist according to procedures and guidelines annually submits the Project Status Report to PC/Washington collecting data from project monitoring and evaluation.

Assist in the development and implementation of the Integrated Programming and Budget System plan for the country program.

### 2. TRAINING MANAGEMENT

Through the description of work, end of training cycle evaluations, pre-service monitoring, Peace Corps training evaluations, sector workshops, and in-service training, the Program Specialist ensures that Volunteers have the necessary knowledge and skills to complete their assignment through quality pre and in-service training for trainees and Volunteers throughout their period of service. A Program Specialist will actively participate in planning and giving training sessions in his/her project in order to make sure that the Volunteers will successfully carry out their duties.

#### a) Description of Work

The Program Specialist must identify in each sector which technical areas are the most appropriate. The Program Specialist will present the "Description of Work as a Learning Agreement for the Pre-Service Training".

### b) Pre-Service Training

During Pre-Service Training period, the Program Specialist will provide quality technical support and guidance to training staff in the coordination of Pre-Service Training activities with the project. The Program Specialist will develop a professional relationship with trainees through participation in technical sessions, formal interviews, practice services and establishing Host Country Agency relations.

## c) In-Service Training

The Program Specialist will provide and coordinate technical support to Volunteers during sector program workshops, surveys and monitoring, identification of Volunteer

technical needs and present topics for the training's and coordinate with national counterparts to participate in these events.

#### 3. VOLUNTEER SUPPORT

The Program Specialist must ensure effective human resource management of Volunteers under his/her responsibility maximizing the impact of the Peace Corps program by providing support as needed to each PCV in the following areas:

Technical support including in-service training, role clarification, counseling (personal and professional) on a wide range of issues, problem identification and solving, and crisis intervention.

During the Volunteer's service the Program Specialist formally presents the Volunteers to the community or organization soon after arrival in their sites.

Consistently the Program Specialist must provide at least three or four site visits to each Volunteer during their two year service.

Acts as country program technical resource for a specialty area responding to Country Director (CD) and Volunteer requests for information.

Provides support to PCVs outside of the assigned project in order to promote cross-sectoral integration.

Takes charge in emergency/crisis situations and independently takes appropriate actions and ensures that the Country Director is informed.

Must anticipate problems and develop strategies for resolving Volunteer support issues affecting the country program and makes recommendations to the Country Director, PTO, and Medical Officer as appropriate.

Will evaluate Volunteer performance in their assignments and negotiate any needed change in job focus.

Provide liaison between Volunteer, the Government of Peru Ministry representatives, and local Host Agency supervisor regarding Volunteer extensions, replacement, transfers, separation and early terminations.

#### 4. ADMINISTRATIVE MANAGEMENT:

The Program Specialist must ensure that Peace Corps policies, post initiative and United States Government regulations are carried out consistently within their area of responsibility, through effective time management, responsible use of financial resources (The Center, Small Project Assistance (SPA), and in-country funds, periodical evaluation of proposals submitted by PCVs and HCA and oversight of Volunteer transactions.

The Program Specialist contributes to policy development, planning process, trouble shooting, and problem solving through active participation in staff meeting, retreats, Volunteer Advisory Council, and other relevant activities.

#### 5. COMMUNICATION AND CROSS CULTURAL MANAGEMENT

The Program Specialist must demonstrate an ability to adapt to U.S. and Peruvian customs in both interpersonal and professional settings with PCVs, staff, HCAs, beneficiaries, PC/Washington and training contractors and react effectively to the unique demands and constraints associated with the two cultures. S/he must communicate ideas clearly in written and spoken English and Spanish.

Maintains contacts with Peace Corps/Washington's technical divisions in order to utilize, when necessary, Washington resources to provide additional training for Volunteers and their counterparts through in-service workshops or seminars.

Easily handles public speaking in representation of PC/Peru. Initiates and maintains effective working relationship with HCAs at local, regional and national levels.

### **DESIRED QUALIFICATIONS:**

Education: College degree in Public Health with a focus specialization in health education/promotion communications.

Experience: From six to eight years of progressively responsible professional-level experience. Peruvian development and rural area experience. U.S. or other first world cultural/living experience is desirable.

Language proficiency: Level IV – A high degree of proficiency in written and spoken English.

Knowledge: Must have a thorough knowledge of development plans and operations of Host Government laws and regulations concerned with overall rural development. Abilities and skills: Must be able to develop and maintain an extensive range of high-level contacts within host central and local governments. Must also have developed skills, interpersonal relations and communications. Good working knowledge of productivity software (Windows/office 2000 platform).

Please submit resume with a cover letter (English language) to the Administrative Unit, Peace Corps, Ref: PS, no later than December 10, 2004. If you have any questions please call 617-2200.